

## TCKS at a Glance

**Daily Schedule:** Kindergarten: Full Day Kindergarten and Grades 1 – 5: 8:25 a.m. – 3:05 p.m.  
Office Hours: 8:00 a.m. – 4:00 p.m.

Students should not arrive earlier than 8:10 a.m.; they will be unsupervised prior to that time. Students must be picked up by 3:20 p.m. If you will be unavoidably late, please call the school office at 488-7500. Please plan your time so that your student is **in** the classroom at 8:25 a.m. and ready to hear the day's instructions. A student is considered tardy if he or she is more than five minutes late and is not in the classroom at 8:30 a.m.

**Student Absences:** Call the school's absence line at 970-488-7503 to record a message regarding your child's absence or late arrival.

**Student Late Arrival or Early Dismissal:** If your child arrives after absences have been counted, or you must pick up your child prior to dismissal, please sign her or him in or out at the office.

**School Closing Due to Weather:** Closures are generally announced by 6:30 a.m. on local radio stations and the Poudre School District website: [www.psdschools.org](http://www.psdschools.org). The district determines the decision to close the school. In the rare event that school must be closed after students have arrived, the media becomes our primary communication link with parents.

**Lunch:** Breakfast and Lunch are provided to all children through PSD's Child Nutrition Department. Breakfast begins at 8:00 a.m. students may order lunch at school or bring lunch from home. To have a lunch entree with your child, please call your order to the office by 8:50 a.m.

**Lunch times:** 1st Grade 10:50 – 11:35; 2nd Grade 11:00 – 11:45; Kindergarten 11:35 – 12:25; 3rd Grade 11:45 – 12:25; 4th Grade 12:20 – 1:00; 5th Grade 12:30 – 1:10

**Lost and Found:** Items will be in the hallway outside the Art Room #223. Small items are kept in the office. Please assist your child by marking belongings with her or his name and check through the lost and found periodically. Students are advised not to bring valuables, toys, music players, sports equipment, jewelry, or other personal items to school.

**Health Services:** Limited health services are available at TCKS. The health office is staffed daily from 8:00 a.m. – 3:05 p.m. Please notify the office if your child needs special medical considerations at school, and keep school records up to date, especially phone numbers!

District policy requires that an Authorization and Release to Administer Medication at School be on file and signed by both a parent and a medical provider authorized to prescribe medication before medication can be given to a student. This includes any over-the-counter medication, including cough drops. Medical request forms are available in the health office.

Parents will be informed when a student reports to the office with a temperature above 100.4° or has been seriously injured. If a parent cannot be reached, school personnel will determine what action must be taken. Any child with a fever, vomit or diarrhea will not be allowed to remain in the classroom.

**Student Records:** Up-to-date records are vital. If any of the following items change during the year, it is the parent's responsibility to notify the office: change of emergency contact person, change of doctor, change of address, change of work or home phone number, and change of custody or guardianship. This request is for your child's protection should an emergency arise.

**More Information:** Further information may be found in the Parent Guide and on the TCKS website: [www.tra.psdschools.org](http://www.tra.psdschools.org)